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Bulletin Number	43194BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	LEASE SPECIALIST, BEACHES AND HARBORS
Exam Number	I8888J
Filing Type	Open Continuous
Filing Start Date	09/05/2014
Salary Type	Monthly
Salary Minimum	7586.91
Salary Maximum	9950.27
Position/Program Information	Negotiates and administers the most complex, sensitive, and highest revenue generating leases for the Department of Beaches and Harbors. The one position allocable to this class reports to a Division Chief, Beaches and Harbors, and is responsible for managing the negotiation of non-standard, highly-complex leases in the Marina del Rey Small Craft Harbors and on beaches owned and controlled by the County of Los Angeles.
Essential Job Functions	<p>Manages all aspects of negotiations of the most complex non-traditional ground leases in Marina del Rey for redevelopment of various leasehold parcels, which include hotels, shopping centers, apartment and anchorage communities, and mixed-use projects.</p> <p>Coordinates the determination of rents due under the renegotiated leases, option and lease extension fees; calculate participation proceeds from sales or refinancing, deferred rent payments, rent credits, and other complex lease administration calculations.</p> <p>Develops complex lease management procedures for review of lease administration issues, computerizes accounting procedures for management of clients' reimbursement accounts, calculates deferred payments, reviews lessee cost accounting and determines rental credits due to the lessee or annual lease extension payments to the County.</p> <p>Enforces the terms of complex leases in relation to revenue collection, submission by lessee of various reports, and conducts or assists in the conduct of periodic lease negotiations.</p> <p>Negotiates with major lessees regarding interpretation and proper application of lease terms to specific leasehold situations.</p> <p>Reviews and makes recommendations regarding County approval of subleases, assignment of leases/subleases or financing of leases/subleases.</p> <p>Writes contracts and lease amendments related to major leases for review by County Counsel, financial and other legal advisers.</p> <p>Assists the Division Chief responsible for Asset Management in negotiations regarding significant new major leases.</p> <p>Carries out major projects, investigations, studies, surveys and other confidential matters as directed by department management.</p>

Prepares memoranda, briefs, position papers, Board letters, and reports to the Board of Supervisors and constituents.

Supervises staff engaged in lease negotiations, property management, or other related special assignments.

Requirements

MINIMUM REQUIREMENTS:

Four years of experience in selling, leasing or managing major government-owned, institutional or investment grade real properties, two years of which must have been directly related to administering complex leases involving percentage rent, and one year of which must have been in negotiations on major projects with real property developers, lessees, lenders, and their respective legal counsels.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special
Requirement
Information**

EXPERIENCE PERFORMING DUTIES OUTSIDE OF APPLICANT'S OFFICIAL PAYROLL TITLE WILL BE ACCEPTED FOR THIS EXAMINATION; HOWEVER VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE REQUIRED. ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

Withhold Information: Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**Examination
Content**

This exam will consist of two (2) parts:

PART I: A Technical Interview weighted 50% that will assess legal instruments; the principles and practices of real property sale and lease of government property; supervision; interpersonal skills; customer and personal service; oral communication; and problem solving.

Candidates must achieve a passing score of 70% or higher on the technical interview (Part I) in order to proceed to Appraisal of Promotability (Part II) in this examination.

PART II: An Appraisal of Promotability weighted 50% that will assess government codes, regulations and laws, and practices; knowledge and practices of managing multi-family, commercial, and retail real property; real property appraisal theory, practices, and methods for appraising all types of real property; time management; planning and coordination; oral presentations; written communication; active learning; conscientiousness; office computing and applicable software programs; stress tolerance; and team orientation.

Invitation letters for the technical interview will be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address.

	<p>Candidates will be notified of their test results by US mail. Scores cannot be given over the telephone.</p> <p>Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.</p>
Special Information	<p>JOB LOCATION: This position is located at the Department of Beaches and Harbors facilities in Marina Del Rey.</p> <p>TEST PREPARATION: An interactive, Online Test Preparation System for taking practice tests and printable information guides may be accessed on the Department of Human Resources website at:</p> <p>http://hr.lacounty.gov</p> <p>Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."</p> <p>While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.</p>
Vacancy Information	<p>The resulting eligible register will be used to fill vacancies in the Department of Beaches and Harbors.</p>
Eligibility Information	<p>Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.</p> <p>The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group and will remain on the register for a period of 12 months following the date of promulgation.</p> <p>No person may compete in this examination more than once every twelve (12) months.</p>
Job Opportunity Information	<p>Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.</p> <p>Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:</p> <ul style="list-style-type: none">• Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.• Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.
Application and Filing Information	<p>APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.</p> <p><u>INSTRUCTIONS FOR FILING ONLINE:</u> Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the register. We must receive your application by 5:00 pm, PST, on the last day of filing.</p>

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. DIRECT COPIES OF CLASS SPECIFICATIONS AND MINIMUM REQUIREMENTS AS YOUR DESCRIPTION OF DUTIES WILL NOT BE SUFFICIENT TO MEET REQUIREMENTS. If your application is incomplete it will be rejected.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Teletype Phone	(800) 899-4099
California Relay Services Phone	(800) 735-2922
Job Field	General Government Services/Other
Job Type	All Others

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